

## **SUPPLY PROCUREMENT NOTICE**

### **SUPPLY OF TWO (2) UNITS OF 4WD MOTOR VEHICLES TO COMMUNITY ENVIRONMENT FACILITY PROGRAMME OF COMMUNITY DEVELOPMENT TRUST FUND (CDTF)**

Nairobi, Kenya

**1. Publication reference:**

CDTF/CEF/108/10-11

**2. Procedure**

Local open tender

**3. Programme**

10th EDF

**4. Financing**

Financing agreement: Community Development Programme – Phase 4 (KE/002/08 – 10<sup>th</sup> EDF)

**5. Contracting authority**

**COMMUNITY DEVELOPMENT TRUST FUND (CDTF)**

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## **CONTRACT SPECIFICATIONS**

**6. Description of the contract**

Supply and delivery of two (2) brand new 4WD motor vehicles within 60 days from the date of signature of the contract to the Community Development Trust Fund (CDTF) for the Community Development Initiatives sub-component

**7. Number and titles of lots**

The tender requires the supply of two (2) vehicles and is not divided into lots. Tenderers must tender for all the supplies.

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## **TERMS OF PARTICIPATION**

### **8. Eligibility and rules of origin**

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 22 below). Participation is also open to international organisations. All goods supplied under this contract must originate in these countries.

### **9. Grounds for exclusion**

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the **Practical Guide to contracts procedures for EU external actions**.

### **10. Number of tenders**

Tenderers may submit only one tender. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

### **11. Tender guarantee**

Not applicable

### **12. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender

### **13. Information meeting and/or site visit**

No information meeting is planned

### **14. Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

### **15. Period of implementation of tasks**

The successful tenderer will be expected to deliver the vehicles within 60 days from the date of the contract signature.

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1. Economic and financial capacity of tenderer (based on item 3 of the Tender Form for a Supply Contract). In case of tenderer being a public body, equivalent information should be provided.
  - the average annual turnover of the tenderer must exceed the maximum budget of the contract; and
  - the averages of cash and cash equivalents at the beginning and end of year are positive.
- 2) Professional capacity of tenderer (based on items 4 and 5 of the Tender Form for a Supply Contract)
  - Business Registration Certificate as supplier of vehicles;
  - At least five (5) of the staff are currently working for the Tenderer in fields related to this contract;
  - At least 20% of all staff working for the tenderer in the current year and in fields related to this contract are permanent;
- 3) Technical capacity of tenderer (based on items 5 and 6 of the Tender Form for a Supply Contract)
  - The candidate has successfully executed at least two (2) contracts in the last three (3) years related to supply and delivery of motor vehicles totalling to not less than the value of this contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may *not* be considered appropriate by the Contracting Authority are when the tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer rely on other entities it must prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

### 17. Award criteria

Price

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## TENDERING

### 18. How to obtain the tender dossier

The tender dossier is available from the following Internet address:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> The tender dossier is also available from the Community Development Trust Fund (CDTF) offices and in CDTF website (<https://cdtfkenya.org>). Tenders must be submitted using the standard

Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to the **Programme Coordinator, Community Development Trust Fund, Josem Trust House, 3<sup>rd</sup> Floor, Bunyala/Masaba, P.O Box 62199-00200 Nairobi** (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and in the CDTF website (: <https://cdtfkenya.org>).

#### **19. Deadline for submission of tenders**

The deadline for submission of tenders is at **1000hrs** Kenyan time on the **30<sup>th</sup> June 2011**.

Any tender received after this deadline will not be considered.

#### **20. Tender opening session**

The tender opening will start immediately after closure on **30<sup>th</sup> June 2011** at **1005** hrs at the CDTF offices.

#### **21. Language of the procedure**

All written communications for this tender procedure and contract must be in English.

#### **22. Legal basis**

ACP-EC Partnership Agreement signed at Cotonou on 23 June 2000 as amended.